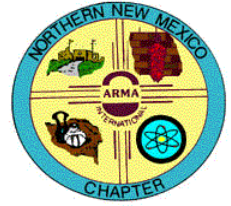




PLATICAMOS ARMA

Northern NM Chapter



Volume 3, Issue 4

November 2001

President's Message

Hello Membership,

Happy Thanksgiving! As we count our many blessings, let us reflect on our Chapter and remember how we together have made this Chapter successful. Taking the initiative to re-establish this Chapter was a big step that Dolores Salazar along with twelve eager new members took in 1999. During our first year, we were thankful for the monies that other chapters and the International Helping Hand Fund gave to our Chapter. This helped us get started in achieving our goals. We spent much of the year handling administrative duties and earning the funds to make this Chapter self-sufficient. We succeed and were thankful to every member for their participation and their membership. Our first seminar was a sell-out! This began the Chapter's financial freedom. We lived through the Cerro Grande Fire and realized just how vulnerable we can be, but also how strong our ties to our neighbors in need were. Many volunteer hours were given to this cause, with sincere friendship, heart and soul. We also worked together to apply for the COTY and were recognized for our efforts, winning Honorable Mention in the very small category.

Our next year, we were thankful for starting in a positive financial direction. All Board of Directors and active membership worked diligently to continue its efforts in the re-creation of this worthy organization. Some of the highlights included: taking on the task of revising our outdated By-laws, incorporating the Chapter, establishing financial standards, hosting two successful seminars, growing chapter membership and maintaining our current membership through a new Ristra Rewards program. Another year of dedicated efforts by many members allowed us to establish this solid organization. On behalf of our Chapter, Karen Kreutzer accepted the COTY recognition in Montreal. Proudly, we were honored as winners for the small chapter category. Another great reason to be thankful for the teamwork and membership participation achieved.

We are now into our third year and have grown this organization into a Chapter dedicated to membership's growth and knowledge in the field of Records and Information Management. This year's focus is on providing education and resources for all membership professionals. Establishing a calendar of events and speakers for membership's pre-planning, developing and distributing welcome packets including vital information for all membership and increasing attendance in monthly meetings has already proven successful. We as a Chapter have much to be thankful for. Our continued efforts at working, respecting and providing membership with opportunities will remain our focus as we continue to work and grow this professional organization.

Although we, as a nation, currently struggle to understand why the destruction and loss occurred in September, we must maintain a positive outlook on humanity. Encouraging education, understanding how this world functions with its many differences and providing opportunities for others. Now is the time to lend a helping hand, get involved in your community, educational system, health and social welfare, it is up to the people to be a part of the solution. Together Everyone Achieves More!

I wish you all a wonderful Thanksgiving season, may you and your family be blessed with good health, fortune and thankful for our many blessings.

Respectfully,

Barb Ricci

Chapter Officers 2000/2001

Barbara Ricci, President

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Our newsletter is published every month. We welcome all letters, comments and contributions of articles from members of ARMA.

Ana Martinez, Editor

Los Alamos National Labs

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(505) 667-5158

Email: anam@lanl.gov

**DESIRE IS THE KEY TO
MOTIVATION,
but it's the determination and
commitment to an unrelenting
pursuit of your goal-a commitment
to excellence-that will enable you to
attain the success you seek.**

Mario Andretti
Race Car Driver

Chapter Committees and Chairs

- ♦ **Budget Committee**
- ♦ **Audit Committee**
- ♦ **Membership Committee**

- ♦ **Program/Education Committee**
- ♦ **Awards/Rista Rewards Committee**
- ♦ **Newsletter/Historian/Yearbook
Coty Committee**
- ♦ **Nominations Committee**
- ♦ **Project ELF Committee**
- ♦ **Library/CRM Liaison Committee**

- ♦ **Seminar/Publicity Committee**

Barbara Taylor
Ernest Maestas
Stacey McCall and
Jerrold Ortega
Liddie Martinez
Teresa Garcia
Barbara Ricci and
Ana Martinez
Karen Kreutzer
Dolores Salazar
Sherry Guthrie and
Leslie Monslave-Jones
Sherry Guthrie and
Theresa Connaughton

**Anyone interested in helping in any of these committees please
Contact the Chairperson listed.**

Mission Statement

**“To Advance and Promote Records and Information
Management (RIM) by sharing professional
knowledge and exchanging experience and
information.”**



*Sherrie and Barb enjoying the exhibit hall at the ARMA
Conference in Canada (2001)*

“Contributions or gifts to the Association of Records Management and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes.”

NOVEMBER AGENDA
Membership Meeting
November 15, 2001
11:30 – 1:30 P.M.

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests
5. Adoption of Agenda
6. Approval of Membership Meeting Minutes
 - a. October
7. Acceptance of Reports
 - a. Treasurer's Report (Barb Taylor)
 - b. Ristra Rewards (Theresa Garcia)
 - c. Newsletter/Coty (Ana Martinez)
8. Unfinished Business
 - a. Christmas Social (Liddie Martinez)
 - b. Charity Book Drive (Dolores Salazar)
 - c. Governor's Conference (Lucille Sisneros)
9. New Business
 - a. Fall Seminar Results (Sherry Guthrie)
 - b. Other
10. Presentation:
 - s. Bradbury Museum – John Rhoades
11. Announcements
 - a. Next Scheduled Meetings
 - i. Board Meeting- December 6, 2001. (All membership is invited), Espanola – 11:30-1:30 pm at IMAGIC Business Solutions, 411 S. Santa Clara Bridge Rd, Espanola 747-4177
 - ii. December Christmas Social, December 13m, 7:30 p.m. at Anthony's at the Delta in Espanola.
12. Adjournment

Chapter Calendar of Events

- Nov. 6** Chapter Board Meeting
 11:30 a.m.-1:30 p.m.
 411 S. Santa Clara Bridge Road
 Espanola, NM
- Nov. 8** Fall Seminar
 Camel Rock Casino
 Guest Speaker-Donald S. Skupsky
8:00-4:00
- Nov 15** Chapter Membership Meeting
Los Alamos (PTLA Training Facility) Guest Speaker and tour guide – Director, John Rhoades, Bradbury Museum.
- Nov. 30** **Deadline for submissions in December Newsletter**
- Dec. 6** Chapter Board Meeting
 11:30 a.m.-1:30 p.m.
 411 S. Santa Clara Bridge Road
 Espanola, NM
- Dec 13** Chapter's Christmas Social
HAPPY HOILDAYS!
- Dec. 31** Deadline for submissions in January Newsletter
- Jan. 3** Chapter Board Meeting
 11:30 a.m.-1:30 p.m.
 411 S. Santa Clara Bridge Road
 Espanola, NM

A BIT OF INSPIRATION

*When you arise in the morning,
 give thanks for the morning light,
 for your life and strength.
 Give thanks for your food, and for
 the joy of living.
 If you see no reason for giving thanks,
 the fault lies with yourself.*

~Tecumseh, Shawnee Chief~

Updates and Announcements

Note from the Membership Committee:
By Stacey McCall

Hello ARMA Members

We have created Member-Ship Packets. Please contact either Jerrold Ortega or Stacey McCall (505/747-4177) regarding collecting these, if you have not received a packet. We'd like to have as many as possible picked up due to the cost of postage. Please keep an eye out for upcoming e-mails. These will be to notify the membership of upcoming meeting or dues.

WTC Relief Funds Raised at ARMA Conference
ARMA 2001 conference attendees recently donated more than \$1,200 to benefit the families of firefighters involved in the September 11 World Trade Center recovery efforts.

<http://www.arma.org/publications/infopro/online.cfm#three>

ARMA Members Participate in WTC Tragedy Task Force
A group of archives, library, and records management organizations, including ARMA International's Metro New York City Chapter, is participating on a task force to assess the long-term need of documenting the people, organizations, and activities surrounding the September 11 World Trade City.

<http://www.arma.org/publications/infopro/online.cfm#one>

COMING SOON!! NEW LOOK in next month's Newsletter!

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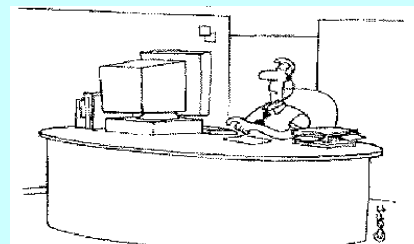
**Northern New Mexico ARMA
Membership Presentation
Presenter: Mr. John S. Rhoades
November 15, 2001
Bradbury Museum**

By Barb Ricci

Membership, we have a treat planned for you in November. Our membership meeting is planned in Los Alamos this month and will be scheduled starting at 11:30 a.m. – 1:30 p.m. meeting. The first 45 minutes will be our regular membership business and then we will walk across the street and meet John Rhoades. He will tour the group through an informative and educational museum owned and operated by Los Alamos National Laboratory. The Bradbury Science Museum is a window to the Laboratory, its history, current research and mission. Located at 15th and Central in downtown Los Alamos. The Museum is operated by the Laboratory and uses interactive exhibits and film to explain its unique scientific role in the nation and the world. Exhibits include information on the Laboratory's research on life sciences, the human genome; achievements in space, super-computing, energy and the environment. Learn how Los Alamos National Laboratory scientists are using the latest technologies to solve today's complex challenges, such as problems related to the end of the cold war and national security. We will learn how recording and archiving this history is important to us and to our future generations.

I had the pleasure of meeting John at the Museum and he is sure to be a big hit with our ARMA membership. I enjoyed talking to him and sharing with me our organization's mission. He will share the history of Los Alamos National Laboratory as well as what it is doing today. He will also have a question and answer session that will allow us to ask all the questions that may arise during the tour or during the presentation. This is an interactive museum presentation, the exhibits will require you to push, listen, look, read and learn and of course have some fun. Plan on attending, mark your calendars early so you will not miss this presentation. This presentation will take about an hour so it will begin at 12:30 and end by 1:30 p.m.

Brown bag lunch is recommended during the 11:30 – 12:15 meeting, the museum will not allow food or drink so eat before so you can enjoy the tour and not be hungry.



"Ooops. Sorry, you were distracting me with your insults and I accidentally deleted your account with us."

CRM CORNER - 2001

(By Sherry L. Guthrie, CRM)

I'm lonely. Our chapter needs more Certified Records Managers.

There is so much help available for you if you want to sit for the CRM exam. We can show you what to study, offer hints on how to study successfully, provide study material and in general help you every step of the way. You can take the exams one at a time, with six months in between to study for the next one, or go for broke and take the first five parts all at once. The next exam session is May, 2002 & we have plenty of time to prepare.

Give me a call at 667-7884. At present, we have no candidates so you can be mentored on a one-to-one basis. I'll wait for your call.

Remember the sample question last month from Part 2 of the CRM exam?

The most effective method to prevent the retention of obsolete forms is to:

- a. limit the number of different forms that are authorized for use at one time.

- b. destroy the oldest forms at regular intervals.
- c. introduce revised forms only when the supply of the forms they are to replace is exhausted.
- d. Examine the forms in use at periodic intervals to determine their usefulness.
- e. Discard all forms which have not been requisitioned during the past year.

The answer is: d - Examine the forms in use at periodic intervals to determine their usefulness.

A sample question from Part 3, Records Systems, Storage, and Retrieval is

Subject files are based on:

- a) Correspondent's name.
- b) Date of purchases.
- c) Topic of correspondence.
- d) Area of country.
- e) All of the above.

This is one of those tricky 'all' or 'none' questions. What do you think? We'll have the answer next month.

Sherry Guthrie, CRM
Protection Technology Los Alamos
505-667-7884

Every Day Is A Chance To Serve

(By; Barb Ricci)

Recently, I read an article in a newspaper, that prompted me to reiterate the need for volunteerism within our community or within our profession. The article mentioned how individuals or groups of individuals made a difference. In light of what our country is going through, many of us are seeking way to help others. We see the number of young people devoting themselves to helping others is increasing across the country. According to the Gallup Organization, approximately 13.3 million teenage Americans donate time and effort in service to their community each week-that's a participate rate of almost 60%, compared to almost 50% for adults. Now we as adults may think that young adults have more time to give than the working adult, I have to agree-but we may ask ourselves, what are we doing to make a difference in someone else's life. Many of our members as avid volunteers and I applaud your efforts, but if your not and a bit of motivation is all you need then read on.

As we approach the holiday season and begin to make our shopping lists, we should keep in mind the greatest gift we can give to others-and to ourselves-may not come with a ribbon around it. So says former President Jimmy Carter in his book "Christmas in Plains." He and his wife have been actively participating in Habitat for Humanity, an organization devoted to providing homes for needy

families. He continues to successfully help those in need of a better place to live.

Volunteerism offers an opportunity to meet others who share a common cause and to build a new team spirit and camaraderie that comes from working with others. It gives everyone a sense of pride and accomplishment. Volunteer activities develop such characteristics as creativity, trust, teamwork and persistence. Volunteerism builds skills and attitudes that foster commitment, loyalty and job satisfaction. By encouraging volunteerism, volunteers learn more team building skills by planning, organizing and sharing a vision. It blends the talents of those individuals and teaches us how to work together, respect others for their views and overcome the obstacles.

So decide to get involved, join a volunteer group or actively participate in an organization like ARMA and learn something new and different. You may also want to get your family involved now for the holiday season and see the joy that everyone will share when you help some one.



Educational Presentations at the ARMA Conference. Don't miss out next year!

PDF vs. TIF

(By: Sherry Guthrie, CRM)

Even wonder about the difference between these two file formats? They are both products of Adobe. Adobe manages TIFF as an open format, but it is a registered Adobe trademark. Adobe allows others royalty-free use of some of their patents to develop software that produces, consumes, and interprets PDF files that are compliant with their specification. Adobe also makes the reader available completely free.

The two formats are not directly comparable. PDF gives you an intelligent document - it is coded. You can search, index, bookmark, link, reuse, etc. A TIFF image is a bitmap - a digital image.

PDF allows reuse. TIFF does not. Both can protect the content and structure of the original document. PDF takes up less disk space.

TIFF is likely to have a longer life. Ken Thibodeau of the U.S. National Archives Electronic Archives Project says that the technical experts he worked with believe that we will have the ability to read images and have backward compatibility over very long periods of time. The formats are very well-defined and they are very limited - especially compared to other types of file formats. Plus, all you have to do is look at them. There is no

expectation of 'intelligence' in the document.

TIFF files of documents are (generally) created by scanning them. PDF files, on the other hand, may not be as long-lived. However, they have the advantage that:

- You can create them from any program you can print from. You do not have to print out and scan it.
- You can scan directly into PDF - you get a bitmap but at least you have one standard format.
- Lots of people use them - creating the demand for backward compatibility.
- The files are often smaller than the original.
- In Word, especially in the different version, if you send a document with a table as an attachment, it will look - and print - differently on different systems. If the table is sent in PDF, everyone sees and prints the same thing.

For more information on formats available on the web, try www.archivebuilders.com, <http://www.clir.org>, or <http://partners.adobe.com/asn/developer/pdfs/tn/TIFF6/pdf>.

NNMC Members enjoy the dinner at Awards night in Canada



“The Soldier’s Night before Christmas”

By Major Bruce W. Lovely

*Twas the night before Christmas, he lived all alone,
In a one bedroom house made of plaster & stone.
I had come down the chimney with presents to give
And to see just who in this home did live.
I looked all about a strange sight I did see,
No tinsel, no presents, not even a tree.
No stocking by the fire, just boots filled with sand,
On the wall hung pictures of far distant lands.
With medals and badges, awards of all kind
A sober thought came through my mind.
For this house was different, so dark and dreary,
I knew I had found the home of a soldier, once I could see clearly.
I heard stories about them, I had to see more
So I walked down the hall and pushed open the door.
And there he lay sleeping silent alone,
Curled up on the floor in his one bedroom home.
His face so gentle, his room in such disorder,
Not how I pictured a United States soldier.
Was this the hero of whom I’d just read?
Curled up in his poncho, a floor for his bed?
His head was clean shaven, his weathered face tan,
I soon understood this was more than a man.
For I realized the families that I saw that night
Owed their lives to these men who were willing to fight.
Soon ‘round the world, the children would play,
And grownups would celebrate on a bright Christmas day.
They all enjoyed freedom each month of the year,
Because of soldiers like this one lying here.
I couldn’t help wonder how many lay alone
On a cold Christmas Eve in a land far from home.
Just the very thought brought a tear to my eye,
I dropped to my knees and started to cry.
The soldier awakened and I heard a rough voice,
“Santa don’t cry, this life is my choice;
I fight for freedom, I don’t ask for more,
my life is my God, my country, my Corps.”
With that he rolled over and drifted off into sleep,
I couldn’t control it, I continued to weep.
I watched him for hours, so silent and still,
I noticed he shivered from the cold night’s chill.
So I took off my jacket, the one made of red,
And I covered this Soldier from his toes to his head.
And I put on his T-shirt of gray and black,*

*With an eagle and an Army patch embroidered on back.
And although it barely fit me, I began to swell with pride,
And for a shining moment, I was United States Army deep inside.
I didn't want to leave him on that cold dark night,
This guardian of honor so willing to fight.
Then the soldier rolled over, whispered with a voice so clean and pure,
"Carry on Santa, it's Christmas Day, all is secure."
One look at my watch, and I knew he was right,
Merry Christmas my friend, and to all a good night!*

*Major Bruce Lovely wrote this poem for Christmas Eve 1993 while assigned to US Forces
Korea Lt Col Bruce Lovely, USAF (Printed in the Fort Leavenworth Lamp, 1995)*

*Spread the word...
Christmas will be coming soon and we should all be aware of where credit for our being able
to celebrate these festivities is due. Let's try in this small way to pay a tiny bit of what we owe.
Make people stop and think of our heroes, living and dead, who sacrificed themselves for us.
Please, do your small part to plant this small seed*

Remember the Important things in life!
In Memory of our Heroes and Fellow Citizens



Congratulations to this Great Chapter, let's all be proud to be a part of it!

Memo from the President, Barb Ricci

I am sure many of you have heard the great news!!! If not, let this serve as notice that our Chapter was bestowed the honor of receiving "Chapter of the Year - COTY for the small category" at this year's International ARMA Conference in Montreal. It was very exciting for Karen, Sherry, Lucille, Barbara T. and myself, plus our other members in attendance to receive this honor and award. This is a reflection of the hard work and efforts by so many of our members. Thank you, to all who assisted in the completion of the COTY submission and implementation. It shows that when people work as a team, we can accomplish and be acknowledged for our efforts. We were also acknowledged as Honorable Mention for our Newsletter submission - Platicamos ARMA - editor Irene Lucero. Again, thanks to all who submitted newsletter articles and information to the newsletter editor as it makes the newsletter worthy of acknowledgment.

In this current year, we will continue to submit for both the COTY and the Newsletter of the Year at our next International Conference in New Orleans. We will submit our entry into the medium category, as our chapter continues to grow. If any member(s) have a background in writing and would like to participate in assisting the board and COTY/Newsletter Chairperson, please contact Ana Martinez (COTY Chairman), we welcome your talent and creative efforts.

**Members proudly accept Chapter of the Year (COTY)
award, ARMA Conference in Canada (2001)
Outstanding Job NNMC Members!**





ANNUAL CHRISTMAS SOCIAL

When: December 13, 2001

Time: Thursday evening, 7:30 p.m.

Where: Anthony's at the Delta

***Address: Paseo de Onate
Española, New Mexico***

***Gift Exchange: Christmas Tree Ornament
(one per person) Festive Attire, the restaurant
will be decorated beautifully for the holiday
season!!!***

***RSVP: No later than November 21st
liddie@lanl.gov or bricci@imagicdzi.com***

***Member's meal will be paid by the Chapter,
member's guest \$27.50 includes:***

***Menu: Choice of Prime Rib, Salmon, or
Chicken Kiev, Non-Alcoholic beverage (All
alcoholic drinks will be the responsibility of the
member) and cheesecake for dessert***